

REAL ESTATE SERVICES DIVISION

P r o f e s s i o n a l S e r v i c e s B r a n c h

707 Third Street, 5th Floor • West Sacramento, California 95605

DEPARTMENT OF GENERAL SERVICES (DGS) APPRAISAL SPECIFICATIONS (Revised December 2005)

All appraisals must be completed by a State of California Certified General Real Estate Appraiser.

The appraisal must be developed and signed by the owner or a principal partner of the contracting firm. The appraisal must conform to the Uniform Standards of Professional Appraisal Practice (USPAP) currently adopted by the Appraisal Standards Board of the Appraisal Foundation. In addition to USPAP reporting requirement, the appraisal report must contain the following:

1. Title page with sufficient identification of appraisal project
2. Letter of transmittal summarizing important assumptions and conclusions, value estimate, date of value, date of report, etc.
3. Table of contents
4. Assumptions and Limiting Conditions
5. Description of the scope of work, including the extent of data collection and limitations, if any, in obtaining relevant data
6. Definition of Fair Market Value, as defined by California Code of Civil Procedures, Section 1263.320
7. Photographs of significant physical features, including the interior of residential units
8. Copies of Assessor's plat maps with the subject parcels marked and an assemblage of all contiguous Assessor's parcels that depicts the ownership
9. The legal description of subject property
10. For large, remote, or inaccessible parcels, provide aerial photographs or topographical maps depicting the subject boundaries
11. Three year subject property market history, including all sales, listings, leases, applications for permits, etc.
12. Discussion of any current Agreement of Sale, option, or listing of subject. This issue requires increased diligence since state agencies often utilize non-profit organizations to quickly acquire sensitive-habitat parcels using Option Agreements. However, due to confidentiality clauses, the terms of the Option are often not disclosed to the state. If the appraiser discovers evidence of an Option, or the possible existence of an Option, and the terms can not be disclosed due to

a confidentiality clause, then the appraiser is to cease work and contact the client. Current DGS policy requires disclosure of any Option or Purchase Agreement. If the Agreement is not made available, DGS will not review the appraisal.

13. Regional, area, and neighborhood analyses

14. Market conditions and trends including identification of the relevant market, a discussion of supply and demand within the relevant market area (or other areas of competition), and a discussion of the relevant market factors impacting demand for site acquisition and leasing within the relevant market area

15. Discussion of subject land/site characteristics (size, topography, current use, zoning and land use issues, development entitlements, General Plan designations, utilities, offsite improvements, access, easements and restrictions, flood and earthquake information, toxic hazards, taxes and assessments, etc.)

16. Description of subject improvements, including square footage, room counts for bedrooms and baths, physical age, type of construction, quality of construction, landscaping, etc.

17. Subject leasing and operating cost history

18. Opinion of highest and best use for the subject property, based on an in depth analysis supporting the concluded use. Such support typically requires a discussion of the four criteria or tests utilized to determine the highest and best use of a property. If alternative feasible uses exist, explain and support market, development, cash flow, and risk factors leading to an ultimate highest and best use

19. All approaches to market value applicable in the subject market. Explain and support the exclusion of any usual approaches to value

20. Map(s) showing all comparable properties in relation to subject property

21. Photographs and plat maps of comparable properties

22. In depth discussion of comparable properties and direct comparisons to subject property

23. Comparable data sheets: 1) For sales, include information on grantor/grantee, sale/recordation dates, listed or asking price as of date of sale, financing, conditions of sale, buyer motivation, sufficient location information (street address, post mile, and/or distance from local landmarks such as bridges, road intersections, structures, etc.), land/site characteristics, improvements, source of any allocation of sale price between land and improvement, and confirming source. 2). For listings, also include market time from list date to effective date of the appraisal, original list price, changes in list price, broker feedback, if available. 3). For leases, also include significant information such as lessor/lessee, lease date and term, type of lease, rent and escalation, expenses, size of space leased, tenant improvement allowance, concessions, use restrictions, options, and confirming source.

24. Discussion of construction cost methodology, data source used, costs included and excluded, depreciation methodology, a discussion of accrued depreciation from all causes, and remaining economic life

25. Copies of construction cost data including, section and pages of cost manual (date of estimate or date of publication of cost manual must be provided if not indicated on page), copies of cost estimate if provided from another source, and supporting calculations including worksheets or spreadsheets

26. In part-take situations, a discussion of special benefit and severance damage

27. Include a copy of a recent preliminary title report (within the past year) as an appraisal exhibit and discuss the effect of title exceptions on fair market value. If unavailable, the appraisal should be made contingent upon review of the preliminary title report.

28. Implied dedication statement

29. Reconciliation and final value estimate. Explain and support conclusions reached.

30. Discussion of any departures taken in the development of the appraisal

31. Signed Certification

32. If applicable, in addition to the above, appraisals of telecommunication sites must also provide:

- A discussion of market conditions and trends including identification of the relevant market, a discussion of supply and demand within the relevant market area and a discussion of the relevant market factors impacting demand for site acquisition and leasing within the relevant market area.
- An analysis of other (ground and vault) leases comparable to subject property. Factors to be discussed in the analysis include the latitude, longitude, type of tower, tower height, number of rack spaces, number of racks occupied, placement of racks, power source and adequacy, back-up power, vault and site improvements description and location on site, other utilities; access, and road maintenance costs.

33. There are occasions where properties involve water rights, minerals, or merchantable timber that require separate valuations. If the Certified General Real Estate Appraiser determines that there may be water rights, minerals, or merchantable timber that require separate valuations, the appraiser will notify his/her client. The client may choose to modify the scope of the appraisal assignment to include water rights, minerals, or timber valuation by a credentialed subject matter specialist. In such cases, the appraisal review package submitted to DGS will include the real estate appraisal, the appraisal of water rights, minerals, or merchantable timber by a credentialed subject matter specialist, and a review of the water rights, minerals, or merchantable timber appraisal by a second credentialed subject matter specialist.

If you have any questions, please call Thomas Crandall at 916-375-4008 or Carol Klein at 916-375-4037.